



Notification of an appointment of a Newly Qualified Teacher 2020 – 21

A newly qualified teacher has been appointed to the staff at the school

School	
School address <i>Include post code</i>	

NQT name	
Former name/s if applicable	
Teacher reference number*	

*TRN, 7 digits, not LA 816/school code. Required to register induction with TRA

Date of birth		NI number	
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Start date		End date if less than a year	
Full / part time		Days per week if part time**	

** 0.1 is equivalent to half a day

Induction tutor/mentor	
Primary: year group/s to be taught	
Secondary: subjects to be taught	

Previous induction terms if applicable		
Local Authority	School	Dates

Headteacher name	
Headteacher signature	

If there are any changes to the above during the induction period please inform nqts@york.gov.uk as soon as possible

Please return this form to:

Naomi Watson, Effectiveness and Achievement, West Offices, Station Rise, York YO1 6GA
OR email the completed form to nqts@york.gov.uk (preferred)

Costs of Appropriate Body (not training) service: £100 per NQT (flat rate)

York LA School

An internal journal transfer will be raised to charge the school. To enable this transfer to be made to the correct Schools Budget please provide your 'S' Budget Code: S_____ / _____

Academy School

A sundry Debtor Account will be raised by the Effectiveness and Achievement Team